

	EMPLOYEE BENEFITS	Operations Order 4.2.00
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1. **GENERAL BENEFITS**

A. The City offers a wide variety of comprehensive programs for eligible employees, which include but are not limited to the following:

- Health Plans with Pharmacy and Basic Vision Coverage
- Dental Coverage
- City-Paid Life Insurances
- Optional Life Insurance
- Flexible Spending Accounts (Health Care and Dependent Care)
- Deferred Compensation Plans – 457 and 401(a)
- PEHP (Post-Employment Health Plan)
- Employee Assistance Program
- Voluntary Buy-Up Vision Plans
- Voluntary Legal Insurance Plan
- Health Savings Account
- Elder Care Counseling and Services

B. Contact the City Human Resources (HR) Department, Benefits Office at 602-262-4777 or benefits.questions@phoenix.gov for eligibility information and enrollment procedures.

2. **LONG-TERM DISABILITY PROGRAM** - See [Administrative Regulation \(AR\) 2.323](#).

A. When an employee is unable, as a result of illness or injury, to perform work in their current job classification.

B. Contact the City HR Department, Benefits Office for information on coverage and procedures for this benefit.

3. **INDUSTRIAL/WORKERS' COMPENSATION PROGRAM** - See [AR 2.32](#) for additional information.

A. Coverage

- (1) Workers' Compensation provides medical and/or compensation benefits to an employee, police reserve officer, or Department volunteer who seeks treatment as a result of an industrial injury or occupational disease.
- (2) Monitoring of industrial leave will be the responsibility of the Police Human Resources (PHR).
- (3) Contact the City HR Department, Safety Division at 602-262-7555 for information on coverage and procedures for this benefit.

B. Medical Treatment of Injured Employees

(1) Minor Injuries Not Requiring Medical Treatment - Employees who suffer minor injuries not requiring a medical provider's attention may be administered first-aid treatment.

(a) Injuries of this type need only be documented with:

- A memorandum from the injured employee.
- The City of Phoenix Supervisor's Report Industrial Injury Form will be completed in eChris.

(b) If complications from the injury develop at a later date, the industrial forms will be completed in eChris at that time. The original memorandum will be uploaded into eChris.

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3. B. (2) Minor Injuries Requiring Medical Treatment

- (a) When injuries require medical attention in excess of first-aid treatment, but the need is not urgent, employees may choose to be treated by a private medical provider or a City-contracted medical provider.
 - If the employee chooses to be treated by a private medical provider, the City has the authority to require the employee to be seen one time by the City's contracted medical provider.
 - See [6.7.A City Contracted OH CSP](#), for a complete listing of the City-contracted health care providers.
 - When an employee attends the City-Contracted health care provider for treatment/appointment two or more times, they are required to continue care with that provider.
- (b) Employees may select either the City-contracted medical provider or a private medical provider to care for an on-duty injury.
 - If the City-contracted medical provider provides the initial treatment and follow-up care, they will also provide the release for return to duty.
 - Approval to change private medical providers for an industrial injury must be obtained through the City's contracted third-party administrator (TPA).
- (c) The City-contracted medical provider will evaluate the injury or illness to determine if the employee is rendered permanently unfit for duty as a result of the industrial injury or occupational disease.

(3) Serious Injuries

- (a) Employees who have been seriously injured will be treated at the nearest hospital.
- (b) When an employee is treated at a hospital or is hospitalized for on-duty injuries, the supervisor will:
 - Notify the ranking supervisor on duty.
 - Immediately contact the Police Safety Unit via text at 602-201-1766 (available 24/7), to advise of the treatment/hospitalization and to allow further arrangements for the employee's care.
 - Notify the Employee Wellness Bureau (EWB) if the employee or family members need advice or assistance regarding employee benefits.

C. Processing Industrial Forms

- (1) Whenever an employee's injuries or illness require examination or treatment, the following will be completed in eChris.

(a) Memorandum to Immediate Supervisor	• A memorandum will be directed to the immediate supervisor providing details of the incident and treatment. • If follow-up visits to a medical provider or physical therapist are required, the employee will document this need in the memorandum and will attach a statement from the medical provider describing the type, frequency, and duration of any therapy ordered, as well as the name of the licensed therapist who will conduct it. • When the memorandum is complete and reviewed by the supervisor, the supervisor will upload the memorandum and any other documentation into eChris.
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3. C. (2) Employees Unable to Complete Paperwork

- (a) If the employee is unable to complete industrial forms in eChris due to incapacitation, a supervisor in their chain of command may complete the forms on their behalf. In the event of an incapacitating injury, a delay in completing these forms will not impact medical treatment or benefits.

D. Worker's Compensation Program

- (1) Employees or reserve officers who have suffered an injury or illness arising from and in the course of their employment with the City, must seek compensation and medical payments through the Worker's Compensation Program unless the employee has previously waived coverage under the program.

- (2) Waivers are available from the [City HR Department, Safety Division](#).

- E. Reopening Industrial Claims - If an employee chooses to reopen an industrial claim that has been closed because the injury had become medically inactive, the employee can go directly to the Industrial Commission, 800 West Washington, and complete a [Petition to Reopen form](#) (this form is also available online at www.azica.gov).

- (1) A statement from the employee's medical provider will also be needed.

- (2) The employee must submit a memorandum, to include all pertinent information regarding the claim, through the chain of command to PHR.

- F. Involvement of Third Parties - If third parties are involved, injured employees must make an election of remedy.

(1) Remedy One	The employee is not pursuing civil action against a third party and agrees to accept all benefits and compensation afforded by the Worker's Compensation Law and the City.
(2) Remedy Two	- The employee elects to pursue action against a third party on their own. - Pending the outcome of the action, all benefits and compensation provided by the Worker's Compensation Law and the City will be afforded. * The employee agrees to repay the City for all medical expenses and compensation from the proceeds of damages awarded to the employee by any judgments or settlements in their favor. * All medical expenses include indirect costs incurred as a result of medical exams required by the Department. - Employees will inform their supervisor by memorandum, providing the name of the parties involved and the circumstances of the incident. The memorandum will be forwarded through the chain of command.

G. Industrial Leave

- (1) Employees on industrial leave and assigned to their home will be considered to have the same duty hours and non-working days (N-days), up to a seven-calendar-day period, as the squad to which they were assigned when the injury/illness occurred.
- (2) Any time lost due to an industrial injury or occupational disease must be authorized by a licensed medical provider and approved by the City's contracted TPA.
- (3) Employees will submit industrial time (PI) leave requests for on duty follow-up, such as physical therapy or doctor visits.

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3. G. (4) Employees may be allowed to utilize their sick leave, vacation leave, and/or compensatory time to provide the supplemental pay differential between industrial pay and regular take-home pay under the provisions of [Personnel Rule 15f1](#), after the one-year supplemental pay has been exhausted.

4. **MEDICAL RELEASES TO RETURN TO WORK**

A. Employees returning to transitional or full duty from an industrial illness/injury will:

- (1) Obtain a written medical release from their private and/or the City's contracted medical provider.
 - (a) Employees returning to full duty will provide their supervisor with the medical release **prior** to returning to work.
 - (b) Employees returning to transitional duty will provide a City of Phoenix Physical Limitation form completed by their private medical provider.
 - (c) For PHR purposes, employees returning to transitional duty will submit a leave request in eChris for each day they are on transitional duty.
 - "PK" time will be used for Industrial Transitional duty
 - "PN" time will be used for Non-Industrial Transitional duty
- (2) Notify their supervisor no later than the beginning of their next regularly scheduled shift.
- (3) Send a memorandum to PHR, through the bureau/precinct commander/administrator, indicating the date of return to work.
 - The medical release and, if applicable, the Physical Limitation form, must be sent to PHR and should not be routed through the chain. A copy of the memo may accompany these documents while the original memo is being routed through the chain.
- (4) At the supervisor's discretion, in conjunction with the City HR Department, employees may be sent to the City's contracted medical provider when additional medical information/clarification is needed to determine the employee's fitness for work.
- (5) Employees on industrial transitional duty who receive examinations or treatments for an industrial illness/injury during non-working hours, must flex their hours to cover the time used for their appointments (this procedure also applies to supervisory ordered examinations).

B. Employees returning to duty from a personal illness/injury exceeding 12 days on a 5/8 schedule or 10 days on a 4/10 schedule, will follow the guidelines in [Operations Order 4.2.02, Department Leave and Holidays](#).

5. **TRANSITIONAL DUTY** (previously referred to as light duty) - For work assignments less than six months (see [AR 2.34](#) for additional information).

- A. Transitional duty assignments are available as a principle of sound personnel management and not an inherent right of employment.
- B. A transitional duty assignment is not designed or intended to be a permanent placement or permanent assignment.
 - A transitional duty assignment is designed and intended to provide employees who are recovering from an industrial or personal illness/injury with short-term job duties that comply with temporary medical restrictions and fulfill a Department need.

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5. C. For the safety of the public, officers on transitional duty are not permitted to wear their police uniform or drive a marked police vehicle.

- Officers may carry their badge and firearm which must be concealed.

D. Transitional Duty Assignments

- (1) Assignments Less Than 30 Days - Assignment and supervision of transitional duty employees for less than 30 calendar days will be the responsibility of the employee's bureau/precinct commander/administrator.

- Assignments may be made without regard to the employee's normal assignment and will be made within the Department.
- No employee may refuse to work an assignment within the limits of their capabilities as defined by their medical provider's statements.
- A second opinion may be obtained from the City's contracted medical provider. Under certain circumstances, an employee may request to remain in the transitional duty assignment longer than 30 days if the City HR Department and PHR determine it is appropriate.
- Only one 30-day extension for a transitional duty assignment originally expected to be less than 30 days may be approved by the Department.

- The extension and the reason/s for granting the extension must be documented and retained by PHR.

- (2) Assignments Beyond 30 Days - If the employee's transitional duty status extends beyond 30 calendar days, the employee, or supervisor if the employee is not available, will forward a memorandum through the chain of command to PHR describing the employee's work restrictions, expected duration, and the employee's current assignment.

- The supporting medical document/s must be sent to PHR and should not be routed through the chain.
 - A copy of the memo may accompany these documents while the original memo is being routed through the chain.
- PHR will coordinate the placement of employees whose transitional duty status extends beyond 30 calendar days but less than six months (see section 6 of this order if the duration is expected to exceed six months).

- PHR will coordinate medical reviews and work fitness evaluations.

- (3) Bureaus/precincts with no transitional duty positions available should direct a memorandum titled "Transitional Duty Placement Request" to PHR.

- PHR will be responsible for the coordination of transitional duty assignments.

- E. Promotions and Transfers - Employees in transitional duty assignments may participate and compete in promotional and transfer processes provided they meet the required qualifications, with or without reasonable accommodations.

- Actual promotions and transfers will be reviewed on a case-by-case basis.
- Decisions will be made in accordance with current Operations Orders.
- The final decision will be made by the Police Chief.

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6. **REASONABLE ACCOMODATIONS** - Also see [AR 2.341](#) for more information.

A. If medical restrictions exceed or are expected to exceed six months, the employee will progress from the transitional duty process to a reasonable accommodation process.

(1) Under certain circumstances, an employee may remain in the transitional duty assignment for more than six (6) months if the City HR Department and PHR determine it is appropriate.

(2) Only one (1) extension of the transitional duty assignment beyond the six-month limitation may be approved by the Department.

(a) The extension may not be longer than six months unless approved by the City HR director and City Manager.

(b) The extension and the reason/s for granting the extension must be documented and retained by PHR.

C. PHR may annually review the status of employees assigned to reasonable accommodation positions to determine if a medical re-evaluation is warranted.

D. **Promotions and Transfers** - Employees in reasonable accommodation positions may participate and compete in promotional and transfer processes provided they meet the qualifications, with or without reasonable accommodations.

- Actual promotions and transfers will be reviewed on a case-by-case basis.
- Decisions will be made in accordance with current Operations Orders.
- The final decision will be made by the Police Chief.

E. Employees will be allowed to return to their original job function upon return to full duty status provided the function still exists and the employee is still qualified.

- The reassignment will be to a position with the same job function; however, the reassignment may not be the same squad, N-days, or location (bureau/precinct).

EXAMPLE: The employee was a field training officer (FTO) in 800 but when able to return to full duty, the only vacancy available was in 500, the employee will be placed in 500.

F. For the safety of the public, officers in reasonable accommodation positions may not be permitted to wear their police uniform or drive a marked police vehicle (determinations will be evaluated on a case-by-case basis).

G. **Off-Duty Work** - Employees who are in a transitional duty status or whose permanent restrictions conflict with the off-duty job duties, will normally not be permitted to work off duty in a police capacity.

(1) Employees on extended leave due to the Family and Medical Leave Act (FMLA) for care of family member will be allowed to work off duty in a police capacity following established off-duty procedures.

(2) Employees on continuous leave due to FMLA for their own serious health condition will not be allowed to work off duty in a police capacity.

(3) Other exceptions require the approval of the employee's assistant chief.

(4) FMLA is covered under [AR 2.143](#) and [AR 2.30\(A\)](#) and questions may be directed to PHR.

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7. **EMPLOYEE DEVELOPMENT FUND (EDF) PROGRAM**

A. Refer to [AR 2.51](#) and the appropriate Memorandum of Understanding/Memorandum of Agreement (MOU/MOA) for information regarding the EDF program, which includes:

- Tuition Reimbursement
- Professional Membership Reimbursement
- Seminar/Workshop/Conference Reimbursement

NOTE: Training Catalog information may be found on the Inside Phoenix intranet site.

8. **VETERANS' ADMINISTRATION TRAINING BENEFITS**

A. The Department is certified by the Veterans' Administration for on-the-job training benefits for all qualified veterans who are in their first year of employment.

B. If probationary employees qualify for this benefit, they cannot receive federal veterans' educational benefits for the same time.

- They may receive on-the-job training benefits for the first year on the job and then may transfer to educational benefits in order to use the remaining veteran credits.

C. This program is administered by the Training Bureau.

9. **FALSE ARREST INSURANCE** - False arrest insurance will be provided by the City for sergeants and lieutenants.

10. **SPECIFIC BENEFITS FOR AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) UNIT EMPLOYEES** - See the current MOU for benefits and procedures.

11. **RETIREMENT PROCESS**

A. Contact City of Phoenix Employee's Retirement System (COPERS)

(1) All sworn and civilian employees must contact the City Of Phoenix Employees' Retirement Systems (COPERS) at 602-534-4400 or copers@phoenix.gov, located at 200 West Washington Street, 10th Floor, in order to:

- (a) Ask retirement benefit questions.
- (b) Complete a retirement checklist and schedule an appointment.

B. Contact Nationwide Retirement Solutions at 602-266-2733

C. Contact City HR Department Benefits at 602-262-4777 or email benefits.questions@phoenix.gov.

D. Complete a Notice of Retirement Memo

(1) Employees will complete the [Retirement Memo](#) using the authorized template and forward it through their chain of command to the bureau/precinct commander/administrator who will endorse and email it to ppd.oaa.retirement@phoenix.gov, 30 to 60 days prior to retirement, with the following information:

- (a) Date of last shift worked

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11. D. (1) (b) If the sworn employee will be purchasing their Department-issued service weapon at the cost of \$1 (requires at least 20 years of service and approval of the Police Chief).
- For employees retiring with less than 20 years of service, their service weapon may be purchased at a pro-rated replacement cost to the City (requires the approval of the Police Chief).
 - Employees must bring their weapon to PMU for serial number/inventory inspection no more than 60 days prior to retirement and receive a signed Firearm Inventory Form from PMU to forward with their memo to the Office of Administration.
- (c) If the employee will be purchasing any Department-issued badges (breast, flat, or cap).
- One badge may be retained with no cost to the employee
 - The cost of additional badges (more than one) will be determined by PMU.
 - Retired employees are not permitted to retroactively (post-retirement) purchase badges.
- (d) If the employee would like to receive a retirement flat badge, holder, and retirement commission card provided by the City.
- An employee who has honorably retired, as determined by the Police Chief, shall receive an "Honorably Retired" police officer's commission card.
- (e) Additional requests:
- Any other Department-issued equipment the employee wishes to purchase (contact PMU for a full list of items for purchase and their cost) must be listed in the Retirement Memo.
- * Any items not purchased must be returned to PMU upon retirement.
- (f) The reason for the employee retiring from the Department (e.g. lateral to another agency, employment in private sector, etc.)
- (g) If the sworn employee would like to enter the Reserve Division (follow procedure as specified in [Operations Order 6.4.00, Police Reserve Division](#)).

E. Retirement Plaque

- (1) A copy of the Retirement Memo, any badges and service pins the employee wants mounted on the plaque and, if applicable, a receipt from FMB indicating payment has been made for any purchased badges, must be taken to PMU at least 10 working days prior to the presentation of the plaque.
- (a) Up to three badges (or two badges and service pins) may be permanently mounted on the plaque.
- (b) A temporary breast badge will be issued by PMU until the employee's tenure has ended.
- (c) If the 10-day limit is not met, the plaque may not be ready for presentation at the retirement ceremony.

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11. F. Law Enforcement Officer Safety Act (LEOSA)

- (1) To obtain a LEOSA Concealed Weapons permit contact the Arizona Department of Public Safety Concealed Weapons Permit Unit at 602-256-6280, a minimum of 75 days prior to retiring to request an application packet.

12. **RESIGNATION PROCESS**

A. Contact City of Phoenix Employees' Retirement System (COPERS)

- (1) All sworn and civilian employees must contact COPERS at 602-534-4400 or copers@phoenix.gov, located at 200 West Washington Street, 10th floor, in order to arrange for pension contribution payout.

B. Contact Nationwide Retirement Solutions at 602-266-2733

C. Complete a Notice of Resignation Memo

- (1) Employees will complete a [Resignation Memo](#) using the authorized template and forward it through their chain of command to the bureau/precinct commander/administrator who will endorse and email it to ppd.oaa.retirement@phoenix.gov, with the following information:
 - (a) Date of last shift to be worked.
 - (b) Additional requests:
 - Employees with five or more years of service who resign from the Department under honorable conditions may purchase their breast badge (must be listed on the Resignation Memo).
 - (c) The reason for the employee resigning from the Department (e.g. lateral to another agency, seek employment in private sector, etc.).
 - (d) If the sworn employee would like to enter the Reserve Division (follow procedure as specified in [Operations Order 6.4.00, Police Reserve Division](#)).

Last Organizational Review: